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CRITERIA FOR IDENTIFYING RECORD COLLECTIONS TO BE
CONSIDERED FOR ROLL MICROFILMING

(Use Form 3239: Microfilming Proposal for Evaluation)

Please report on:

1. All collections which consist of new computer-produced documents (print outs, reports, etc.) that are currently destined for storage for periods in excess of two years. These documents are particularly well suited for high speed, low cost, microfilming by utilizing Computer Output Microfilm (COM) processing.
2. All collections which are currently active and will remain so for at least two years regardless of their disposition thereafter, provided that the file organization is sequential, chronological, or that when the file is closed any new records will be added onto the end and not interfiled.
3. Collections containing files which will become inactive within the next two years and will be retained thereafter for at least eight years.

ATTACHMENT A

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